

RECORDS RETENTION AND DISPOSITION SCHEDULE
SPECIFIC SCHEDULE NO. 107-001
DIVISION OF LEGISLATIVE SERVICES

The schedule on the attached page(s) is approved with agreement to follow the records retention and disposition policies listed below:

AGENCY APPROVALSTATE APPROVAL

AGENCY HEAD OR DEPUTY

STATE RECORDS ADMINISTRATOR

AGENCY RECORDS OFFICER

COMPTROLLER OR DEPUTY

EFFECTIVE SCHEDULE DATE MAR 1 4 2000

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POLICIES FOR RECORDS RETENTION AND DISPOSITION

1. This schedule is continuing authority under the provisions of the *Virginia Public Records Act*, the *Code of Virginia* §§ 42.1-76, et. seq. for the retention and disposition of the records as stated on 808-303 the attached page(s).
2. This schedule supersedes previously approved applicable schedules.
3. This schedule is used in conjunction with the *Certificate of Records Destruction* (Form RM-3). A signed RM-3 must be approved by the designated records officer and on file in the agency or locality before records can be destroyed. After the records are destroyed, the original signed RM-3 must be sent to Library of Virginia (LVA).
4. Any records created before the Constitution of 1902 came into effect (January 1, 1904) must be offered, in writing, to the LVA before applying these disposition instructions. Offered records can be destroyed 60 days after date of the offer if no response is received from the LVA. A copy of the offer must be attached to the RM-3 form when it is submitted to the LVA.
5. All known audits and audit discrepancies regarding the listed records must be settled before the records can be destroyed.
6. All known investigations or court cases involving the listed records must be resolved before the records can be destroyed. Knowledge of subpoenas, investigations or litigation that reasonably may involve the listed records suspends any disposal or reformatting processes until all issues are resolved.
7. The retentions and dispositions listed on the attached page(s) apply regardless of physical format, i.e., paper, microfilm, electronic storage, optical imaging, etc. Unless prohibited by law, records may be reformatted at agency or locality discretion. Microfilming must be done in accordance with the of the *Virginia Administrative Code* §§ 17VAC15-20-10, et. seq. "Standards for the Microfilming of Public Records for Archival Retention."
8. Custodians of records must ensure that information in confidential or privacy protected records is protected from unauthorized disclosure through the ultimate destruction of the information. Normally, destruction of confidential or privacy-protected records will be done by shredding or pulping. "Deletion" of confidential or privacy-protected information in computer files or other electronic storage media is not acceptable. Electronic records must be "wiped" clean or the storage media physically destroyed.

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RECORDS SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION AND DISPOSITION
<u>Committee Records</u> Documents activities of standing committees. Contains correspondence, working papers, reference material, agency documents and reports.	100426	Retain in agency 3 years after closure, then transfer to the Archives, Library of Virginia for permanent retention.
<u>General Assembly Authorized Staff Study</u> Documents the research activities used to develop and write drafts and final reports on staff study. Records substantiate study findings, conclusions, recommendations and methodology. Contains correspondence, working papers, reference material, agency documents and reports.	100427	Retain in agency 3 years after closure, then transfer to the Archives, Library of Virginia for permanent retention.
<u>Governor's Notes</u> Documents information sent to the Governor to aid in reviewing bills for signature, amendment, or veto. Contains bill status, bill summary, enrolled bill and list of sections affected.	100428	Retain in agency 2 years, then transfer to the Archives, Library of Virginia for permanent retention.
<u>Judicial Elections</u> Documents judicial elections to courts of Virginia. Contains applications, questionnaires, reference material and agency documents.	100429	Retain in agency 10 years after appointment, then transfer to State Records Center, Library of Virginia. Retain in Records Center 15 years, then destroy in compliance with No. 8 on the cover page. Total retention 25 years.
<u>Legislative Draft Research Activities</u> Documents the research activities used to develop legislation. Contains correspondence, working papers, reference material, agency documents and reports.	100430	Retain in agency 2 years, then transfer to the Archives, Library of Virginia for permanent retention.

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RECORDS SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION AND DISPOSITION
<u>Redistricting Records</u> Documents the research activities used to research the congressional districts. Contains correspondence, working papers, reference material, news clippings, populations classifications, public comments, public hearings, staff presentations, agency documents and reports.	100431	Retain in agency 10 years, then transfer to the Archives, Library of Virginia for permanent retention.
<u>Research Projects</u> Documents research performed for or at the request of a member of the General Assembly. Contains correspondence, reference material, agency documents and reports.	100432	Retain in agency 5 years, then transfer to State Records Center, Library of Virginia. Retain in Records Center 10 years then destroy. Total retention 15 years.